

St Botolph's C of E (C) Primary School

Charging and Remissions Policy

1 Peter 5:2

Care for the flock God has entrusted to you. Watch over it willingly not grudgingly- not for what you will get out of it, but because you are eager to serve God.



**Celebrating Faith,
Learning and Success**

Date approved: October 2020

Review Date: October 2022

St Botolph's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. Basic Principles

- 1.1 No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.
- 1.2 School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.
- 1.3 The school reserves the right to cancel any school trip if there are insufficient contributions.

2. Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil.

3. Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Parents will be asked to make non refundable voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for school activities, a voluntary contribution may be sought.

4. Residential Activities

Charges are made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. Charges are made to cover board and lodging.

5. School activities provided by external providers

Where an external provider leads an out-of-school activity on school premises, an agreement between the provider and the parent will be sought.

6. Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

7. Free School Meals/ Financial difficulties

If a family is in receipt of Free School Meals (at the time of the trip, or organisation of the trip), the School will offer a 50% reduction in the cost of the activity. This applies to all activities; be they residential trips, local trips, or external providers coming into school. In case of other financial difficulties, parents should contact the Headteacher. It will be at the Headteacher's discretion to offer a reduction of more than 50% if a parent approaches her about further financial hardship.

8. School Meals

School meals charges are reviewed annually and parents will be given one half term notice of any increase. Parents are required to pay for school meals in advance. Entitlement to free school meals is verified by the Local Authority. Where the Local Authority has rejected a claim for free school meals that decision will be final and the school will not subsidise the cost of providing school meals for any pupil.

9. Kidz Biz Before and After School Club

Parents will be charged for accessing the school's before and after school childcare. This is a childcare provision offered outside of school hours. The clubs have their own charging policy and this is made clear to parents prior to children registering and attending the club. (Childcare vouchers can be used for Nursery additional hours.) Rates for out of school childcare will be determined by the school governors and reviewed at least annually. Any increase in charge will be communicated to parents with at least a month's notice of increase.

10. Charity and Friends Events

Charity and Friends events are voluntary in nature and therefore fall outside the remit of the school's Charging and Remissions policy.

11. Calculating Charges

Where a charge is made it will not exceed the actual cost. The principals of 'best value' will be applied when planning activities that incur costs to the school and/or parents. Calculation of costs will relate to the number of pupils taking part in an activity. If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fund raising. There will be no levy on those who can afford to pay to support those who can't.

12. Debt Management

The school will make every effort to ensure all charges are paid and therefore there are clear procedures for the management of outstanding balances to avoid the building of debt. If debts rise without the authorisation of a senior member of staff, a payment plan will be agreed and monitored. If all avenues have been exhausted it may be necessary to seek settlement for outstanding funds through the involvement of a debt management company. If this is the case, an additional charge of £50 will be made to cover the cost of debt recovery.

Roles and Responsibilities:

The headteacher is responsible for:

- Ensuring the school provides the children with a high quality education at no charge,
- Ensuring the Charging and Remissions Policy is adhered to in relationship to all activities requiring charging in school,
- Ensuring the school continues to enable disadvantaged children to receive grants to support the provision of individual music tuition and free instrument hire as appropriate,
- Meeting with all parents requesting financial assistance for residential trips and make appropriate arrangements to support parents,
- Monitor the range of activities offered to children to enhance the curriculum and ensure requests for voluntary contributions to support this provision are balanced across a year and across the school,
- Ensuring the school provides clear guidelines to parents about the nature of activities and any charges required, including voluntary contributions and any support available to enable the inclusion of all pupils.

The governing body is responsible for:

- Monitoring the impact of this policy